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4 November 1954

MEMORANDUM FOR: Chief of Logistics

FROM : Chief, Technical Review and Policy Staff

SUBJECT : Weekly Activity Report

1. Items of Interest

a. Key Personnel - (continued item)

The Chief of this Staff returned from a review of logistics activities in Europe 1 November 1954. Report concerning this trip will be available for distribution approximately 12 November 1954.

2. Projects and Studies in Process

a. Regulations - (continued item)

(1) [REDACTED] Inspection of Newly Acquired Vehicles. Reviewed drafts of these proposed publications and returned them to the Transportation Division for minor revision and completion of the informal collaboration phase.

(2) [REDACTED] Met with representatives of the Supply Division in order to discuss policy aspects of this proposed regulation. Policies involved will be forwarded to the Chief of Logistics for approval prior to distribution for informal collaboration.

(3) LI 45-290, Follow-up and Control of Requisitions. Reviewed and returned to the Supply Division through the Chief, Administrative Staff.

[REDACTED]ses,
This
notice was prepared by the Office of the Comptroller and apparently was issued without coordination with the Logistics Office. Action is being initiated by the Administrative Staff to prevent reoccurrence and to secure issuance of the content of the notice in the form of appropriate Agency regulations.

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(5) [REDACTED] Reviewed and returned to the Supply Division through the Chief, Administrative Staff, for necessary revision prior to further external coordination.

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(6) Change 3, [REDACTED] Reviewed and returned to the Planning Staff, through the Chief, Administrative Staff, for additional revision prior to submission to the Regulations Control Staff for publication.

b. Inspector General Review - (continued item)

Concluded scheduled meetings with representatives of the Inspector General in connection with the current review. Further meetings with representatives of the Inspector General will be on an "ad hoc" basis.

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c. [REDACTED] - (continued item)

Participated in a meeting with the contractor and Agency consultant concerning this project. All necessary approvals and the signature of the contractor now have been obtained. It is contemplated that all materials pertaining to the project will be forwarded to the Procurement Division in the immediate future for administration of the contract.

d. Joint Committee Survey of Printing Security Problems - (continued item)

The next meeting of the survey group is scheduled for 16 November 1954. ✓

e. Use of Agency Telephones - (continued item) ✓

(1) Attended a meeting of DD/I executive and administrative officers and discussed the current project to reduce the excessive use of Agency telephones by employees for personal calls. Assurance was given by those present that appropriate action would be taken to cooperate in this program.

(2) Local telephone calls for the month of October totaled 123,923 and involved a cost of \$4,581.36. This represents a reduction of approximately 7,000 calls from the previous month and is the ~~first~~ straight month there has been a decline.

f. Publications Survey - (new and continued item)

A memorandum has been forwarded to the AD/ORR indicating that a study of the NIS Gazetteers was being initiated by this Office.

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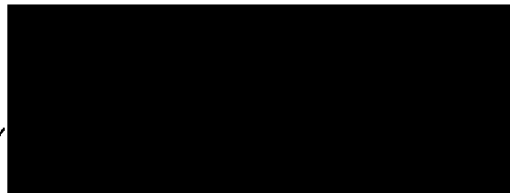
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This study will involve all technical and administrative aspects related to the production of these publications.

g. Requisitions for Printing and Reproduction Equipment -
(continued item)

(1) A requisition for a spirit process duplicating machine was approved for use in the Supply Division, IO.

(2) A requisition for an Azograph machine was approved for use in the Procurement Division, IO. This machine will replace a mimeograph machine which is to be returned to stock.



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